

Calculating Adjusted Service Date for Layoff & Leave Earning

1. Verify and record all periods of state service including the type of appointment for each period.
2. For an adjusted service date for layoff, only certain types of appointments in state service count. See CS Rule 1.39.2 "State Service" as well as information provided in the online [DSCS HR Handbook](#) on State Service and Layoff Issues. Contact your [Assistance Coordinator](#) for questions.
3. For an adjusted service date for leave earning, ALL periods of state service are counted.
4. For the calculation, subtract the beginning date of the appointment from the ending date for each period of state employment. To "borrow" a month, use 30 days (1 month = 30 days).
5. Add the periods of employment to determine the length of service in years, months and days.
6. Subtract that amount of time from the MOST RECENT hire date to determine the adjusted service date. The adjusted service date for layoff and for leave earning may be different dates.

SAMPLE CALCULATION:

Verified Employment history for employee Tom Jones

1. 01/23/96 to 04/02/97 Job Appointment
2. 05/01/97 to 08/15/97 WAE unclassified temporary appointment
3. 11/05/97 to 07/31/02 Probational/Permanent appointment
4. 04/06/06 to present Probational/Permanent appointment

To derive Mr. Jones' adjusted service dates, calculate the length of each period of service prior to his current hire, then determine which periods count for layoff and/or leave earning. Then, subtract the appropriate amount of time from the current hire date to determine the adjusted service date. In the example above, three (3) periods would have to be calculated.

Period 1:

1997 04 02
1996 01 23

Borrow one month prior to subtracting
1997 03 32
1996 01 23
1 02 09

Period 1 = 1 year, 2 months, 9 days

Period 2:

1997 08 15
1997 05 01

No borrowing is needed
1997 08 15
1997 05 01
03 14

Period 2 = 3 months, 14 days

Period 3:

2002 07 31
1997 11 05

Borrow one year prior to subtracting
2001 19 31
1997 11 05
4 08 26

Period 3 = 4 years, 8 months, 26 days

Adjusted Service Dates for Layoff calculation:

Only Periods 1 and 3 count towards adjusted service date for layoff

Period 1 + Period 3 = 5 years, 10 months, 35 days (convert 30 days to a month)
5 years, 11 months, 5 days

2006 04 06
5 11 05

Borrow one year prior subtracting
2005 16 06
5 11 05
2000 05 01

****Tom Jones' Adjusted Service Date for Layoff = 05/01/2000****

Adjusted Service Dates for Leave Earning calculation:

Periods 1, 2 and 3 count towards adjusted service date for leave earning

Period 1 + 2 + 3 = 5 years, 13 months, 49 days (convert 30 days = month & 12 months = year)
6 years, 2 months, 19 days

2006 04 06
6 02 19

Borrow one month prior to subtracting
2006 03 36
6 02 19
2000 01 17

****Tom Jones' Adjusted Service Date for Leave Earning = 01/17/2000****